<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the Manager Self Service menu, click the NavBar button.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Navigator button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Payroll for North America menu.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the Payroll Processing USA menu.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the Produce Payroll menu.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the Confirm Payroll menu.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the Add a New Value tab.</td>
</tr>
<tr>
<td>8.</td>
<td>Populate the Run Control ID field.</td>
</tr>
</tbody>
</table>

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**Step** | **Action**
--- | ---
9. | Click the **Add** button.  
![Add]

10. | On the **Confirm Payroll** page, in the **Off-Cycle Run** section, click the **Look up** icon associated with the **Company** field.  
![Look up]

11. | Select the desired value from the listing.  
![980]

12. | Click the **Look Up** icon associated with the **Pay Group** field.  
![Look up]

13. | Click the desired value in the listing.  
![98A]

   **NOTE:** The **Pay Run ID** includes smartcoding:

   - **Digit 1** - Year
   - **Digit 2** - Month
   - **Digit 3** - Paygroup Type (B = Biweekly; M = Monthly)
   - **Digit 4** - Payroll Sequence (i.e., 1st Biweekly, 2nd Biweekly, etc.)

14. | Populate the **Pay End Date** field.  
**Pay End Date**

15. | Populate the **Process Page** field by entering "**500**".  
**Process Page**

16. | Populate the **Thru** field by entering "**500**".  
**Thru**

17. | Click the **Save** button.  
![Save]

18. | Click the **Run** button.  
![Run]

19. | On the **Process Scheduler Request** page, click the **OK** button.  
![OK]

20. | To monitor successful completion of the process, click the **Process Monitor** link.  
![Process Monitor]
Step | Action
--- | ---
21. | You have successfully completed the *Running the Payroll Confirm Process for Off-Cycle Checks* topic. **End of Procedure.**